



NAME IN PASSPORT		ALSO KNOWN AS
<b>I. PERSONAL INFORMATION</b>		
1	DATE OF BIRTH	
2	PLACE OF BIRTH	
3	RESIDENTIAL ADDRESS IN THE PHILIPPINES	
4	SEX	
5	CIVIL STATUS	
6	CITIZENSHIP	
7	HEIGHT (m)	
8	WEIGHT(kg)	
9	BLOOD TYPE	
10	E-MAIL ADDRESS (if any)	
11	PHILIPPINE CELPHONE NO. ( if any)	
12	TIN	
13	COMPLETE NAME OF COUNTRY IN PASSPORT	
14	COUNTRY CODE IN PASSPORT	
15	PASSPORT NO.	
16	PASSPORT VALIDITY	
<b>II. FAMILY BACKGROUND</b>		
17	SPOUSE'S NAME	
	OCCUPATION	
	EMPLOYER/BUSINESS NAME	
	PERMANENT ADDRESS	
	BUSINESS ADDRESS	
	TELEPHONE NO.	
18	NAME OF CHILD/CHILDREN	



19	FATHER'S NAME	
20	MOTHER'S MAIDEN NAME	
<b>III. EDUCATIONAL BACKGROUND</b>		
<b>LEVEL</b>	<b>NAME OF SCHOOL AND COURSE</b>	<b>INCLUSIVE DATES OF ATTENDANCE</b>
ELEMENTARY		
SECONDARY		
VOCATIONAL/TRADE COURSE		
COLLEGE		
GRADUATE STUDIES		
<b>IV. WORK EXPERIENCE</b>		
<b>POSITION</b>	<b>COMPANY NAME</b>	<b>INCLUSIVE DATES</b>
<b>V. TRAININGS / SEMINARS:</b>		
<b>DATE</b>	<b>TITLE OF SEMINARS / TRAININGS</b>	<b>VENUE</b>
<b>VI. OTHER INFORMATION RELEVANT TO THE APPLICATION</b>		
TYPING ABILITY (WORDS PER MINUTE)		
OFFICE SOFTWARE KNOWLEDGE (MS OFFICE (WORD, EXCEL, PPT), WORDPERFECT OFFICE, KIINGSOFT OFFICE, ETC.)		
COMPUTER PROGRAMMING LANGUAGE KNOWLEDGE (C/C++, VISUAL BASIC, FOXPRO, JAVA, PHP, ASP, ETC.)		
LANGUAGES/DIALECTS KNOWLEDGE (SPEAK AND/OR READ AND/OR WRITE)		
OTHER SKILLS		



**VII. SWORN STATEMENTS**

1.	Have you ever been formally charged?			YES		NO
If YES, give details						
2.	Have you ever been convicted of any crime or violation of any law, decree ordinance or regulation by any court or tribunal?			YES		NO
If YES, give details						
3.	Have you ever been separated from the services in any of the following modes: dropped from the rolls, dismissal, termination, AWOL or phrase out, in the public or private sector?			YES		NO
If YES, give details						
4. I declare under oath that this Personal Data Sheet consisting of four (4) pages, contains true and correct information about myself				ID picture taken w/in the last 6 months 3.5cm. X 4.5 cm		
5. I also authorize the authorized representative to verify/validate the contents stated herein. I trust that this information shall remain confidential.				Computer generated/ xerox copy of picture is not acceptable PHOTO		

NAME OF AFFIANT (PRINTED) \_\_\_\_\_  
 PASSPORT INFO (COUNTRY) \_\_\_\_\_  
 PASSPORT INFO (NUMBER) \_\_\_\_\_  
 PASSPORT INFO (DATE OF ISSUE) \_\_\_\_\_

**ACKNOWLEDGEMENT**

Republic of the Philippines  
 City/Province of \_\_\_\_\_

Before me, a Notary Public for and in the City/Province of \_\_\_\_\_, Philippines, on this \_\_\_\_\_, personally appeared abovementioned affiant, who were identified by me through competent evidence of identity to be the same person who executed the foregoing instrument consisting of four (4) pages, including this page wherein the acknowledgement is written, and they acknowledged to me that the same is of their free will and voluntary act and deed.

Witness my hand and notarial seal on the date and place first above written.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_